

## **EDITED TASK LISTING**

### **CLASS: CARPENTER III (CORRECTIONAL FACILITY)**

*NOTE: Each position within this classification may perform some or all of these tasks.*

1.	Constructs various buildings, structures, scaffolding, shoring and fixtures (e.g., doors and hardware, windows, window frames, window screens, wood/metal studs and bracing, drywall, insulation, ceiling and T-bar systems, linoleum flooring, tile flooring, cove base, roofing materials, signs and posts, concrete and roads, woodwork, and cabinets, etc), to meet institutional security and program needs, to ensure the institution is meeting federal and state mandates, fire life and safety codes, and energy conservation, etc., by utilizing various resources (e.g., California Code of Regulations, Federal Code of Regulations, California Fire Code, Uniform Building Code (UBC), institutional operational procedures, personal experience, carpentry tools, etc.) as needed.
2.	Alters and repairs various buildings, structures and fixtures (e.g., doors and hardware, windows, window frames, window screens, wood/metal studs and bracing, drywall, insulation, ceiling and T-bar systems, linoleum flooring, tile flooring, cove base, roofing materials, signs and posts, concrete and roads, woodwork, and cabinets, etc.) to meet institutional security and program needs, increase life expectancy of all state buildings, structures and fixtures, ensure the institution is meeting federal and state mandates, fire life and safety codes, and energy conservation, etc., by utilizing various resources (e.g., California Code of Regulations, Federal Code of Regulations, California Fire Code, UBC, institutional operational procedures, personal experience, and carpentry tools, etc.) as needed.
3.	Performs preventive maintenance to various buildings, structures and fixtures (e.g., doors and hardware, windows, window frames, window screens, ceiling and T-bar systems, linoleum flooring, tile flooring, cove base, roofing materials, concrete and roads, woodwork, and cabinets, etc.) to increase life expectancy of all state buildings, structures and fixtures, ensure the institution is meeting federal and state mandates, fire life and safety codes, and energy conservation, etc., by utilizing the Standard Automated Preventive Maintenance Systems (SAPMS) and various resources (e.g., California Code of Regulations, Federal Code of Regulations, California Fire Code, UBC, institutional operational procedures, personal experience, and carpentry tools, etc.) on an on-going basis.
4.	Inspects various projects, scaffolding, shoring, etc., to ensure proper completion of work, to meet institutional security and program needs, to provide a safe working environment, to ensure compliance with various laws, rules, regulations, codes, policies, procedures, etc., by utilizing various resources (e.g., job specifications, blueprints, California Code of Regulations, Federal Code of Regulations, California Fire Code, UBC, Injury and Illness Prevention Program (IIPP), California Occupational Safety and Health Administration (Cal-OSHA), institutional operational procedures, personal experience, carpentry tools, etc.) as needed.

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5.	On a daily basis, plans, organizes, directs, and monitors the work of Carpenter I/II and inmates engaged in the operation, erection, maintenance, alteration and repair of various buildings, structures, and fixtures (e.g., doors and hardware, woodwork, cabinets, windows, window frames, window screens, wood/metal studs and bracing, drywalls, insulation, T-bar systems, linoleum flooring, tile flooring, cove base, roofing materials, signs and posts, concrete and road construction, scaffolding, shoring, etc.) to provide information/direction, ensure proper completion of work, to meet institutional security and program needs, provide a safe working environment, ensure compliance with various laws, rules, regulations, codes, policies, procedures, etc., by utilizing the work order system and various resources (e.g., job specifications, blueprints, SAPMS, California Code of Regulations, Federal Code of Regulations, California Fire Code, UBC, IIPP, Cal-OSHA, institutional operational procedures, personal experience, carpentry tools, etc.).
6.	Advise/inform the supervisor in the selection of construction materials, tools, and equipment, to obtain and/or provide information, meet the needs of the institution, ensure compliance with various laws, rules, regulations, codes, policies, procedures, etc., by utilizing various resources (e.g., catalogs, fliers, vendors, UBC, departmental design criteria guidelines, project drawings and specifications, and personal experience, etc.) on an on-going basis.
7.	Coordinates with departmental trades people, custody and other institutional program staff, contractors and vendors regarding construction projects, preventive maintenance and repairs of facilities (e.g., buildings, structures, fixtures, etc.) to ensure the work is completed effectively and efficiently, to minimize disruptions that may impact security, operations and programs, etc., and to ensure compliance with various laws, rules, regulations, policies, procedures, etc., utilizing interpersonal skills and various resources (e.g. UBC, IIPP, Cal-OSHA, institutional operational procedures, personal experience, and knowledge, etc.) as needed.
8.	Prepares estimates for a variety of jobs to include labor, materials, tools, equipment, etc., to identify and provide supervisor with the necessary information for cost analysis, planning and developing projects utilizing various resources (e.g., personal knowledge, blueprints, rough sketches, cost estimate books, vendors, laws, rules, codes, regulations, policies, institutional operational procedures, etc., as needed.
9.	Prepare and maintain records and reports (e.g., material safety data sheets, inmate timekeeping, staff and inmate safety training, tool control, etc.) to provide information for institutional use and assure compliance stipulated by laws, rules, regulations, policies, procedures, etc., utilizing various resources (e.g., Departmental Operations Manual [DOM], institutional operational procedures, IWTIP, IIPP, etc.) on a daily basis.

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<b>10.</b>	Supervise individuals committed to the Department of Corrections to maintain security of work areas and materials in the performance of daily activities and to prevent escapes, injuries by inmates to themselves or others, damage to property, etc., utilizing interpersonal skills, heightened awareness of the surroundings, Title 15, Supervisory Reports (CDC 101), Counseling Chronos (CDC 128/115), Daily Movement Sheet and various alarm systems, etc., as required by departmental policies on a continuous basis.
<b>11.</b>	Inspect carpentry shop (e.g., keys, alarms, locking devices, tool cages, conditions of tools, tool inventories, office supplies and equipment, etc.) to ensure compliance stipulated by laws, rules, regulations, policies, procedures, providing a safe and secure working environment, utilizing various resources (e.g., personal knowledge DOM, Title 15, IIPP, institutional operational procedures, and appropriate training, etc.) on a continuous basis.
<b>12.</b>	Communicate in a professional and effective manner with supervisors and others (e.g., state employees, inmates, public, contractors, vendors, inspectors, etc.) to provide and obtain information, establishing an effective working relationship, utilizing tact, interpersonal skills, Title 15, etc. in all situations at all times.
<b>13.</b>	Act as the Supervisor of Building Trades or Utility Shop Supervisor in his/her absence to ensure continued operations of the institution, utilizing personal knowledge and personal experience, DOM, institutional operational procedures, and departmental policies per institutional needs.
<b>14.</b>	Requisition tools, materials, supplies and equipment to ensure proper operation of carpentry shop utilizing procurement forms (e.g., purchase requisition forms [Form 954], written justification, bids, drug-free certification, recycle content, etc.) as required by the institutional operational procedures, State Administrative Manual, DOM, etc., on an on-going basis.
<b>15.</b>	Maintain and promote a work environment free of discrimination and harassment in accordance with the department's policies on sexual harassment and treatment of people to produce a hostile-free workplace utilizing Equal Employment Opportunity policies, Title 15, DOM, institutional operational procedures and appropriate training, etc., on a continuous basis.
<b>16.</b>	Interpret blueprints to identify specific information (e.g., data, location, specifications, equipment, materials, etc.) for troubleshooting, projects, work order assignments, and cost estimates, etc., utilizing personal knowledge, architect ruler/scale, etc., to ensure work is done according to plans and specifications on a regular basis.